

Specifications for Covered Desk Tray

GENERAL:

TRAYS. Shall be made in two general sizes having clear inside measurements of $2\frac{1}{2}$ " high, 9-13/16" wide, 15-1/16" long. 4 " high, 9-13/16" wide, 15-1/16" long. *shall be* (exclusive of the lock work) of 24 gauge sheet steel, fabricated and welded to be of very rigid and durable construction, with separable hinges, double acting boltwork checked by a pick resistive master keyed 7 lever lock, identification label holder. The 4" size to be equipped with a carrying handle, to form a tight and secure covered box when closed and locked to be not over 15 1/4" long or 10-1/16" overall high including the handle on the 4" size.

BODY *construction:* Shall be formed of one piece of metal with the flaps for corner welds being on the outside and all exposed edges hemmed. The back end shall be doubled and hemmed at the top and then so formed as to make a jamb hinge piece. The front end shall have a flared opening, the $2\frac{1}{2}$ " size being 4" wide 3/4" up from the bottom and 8 1/2" wide at the top; the 4" size being 4" wide 1" up from the bottom and 8 1/2" wide at the top. Label holder shall be stamped on the left side as shown to receive an identification card 7/16" by 2". Formed locking bolt sockets shall be built in at each top front corner to properly engage the locking bolts. A 1 1/2" diameter removal port hole shall be cut in the bottom 1 1/2" back from the front mid way between the sides. The back end shall be properly slotted to receive the cover flap when in proper position for day use.

COVER *construction* *(the cover is placed under the tray)* Shall be formed of one piece of metal with flaps for corner welds being on the inside and all exposed edges hemmed. The back end shall be doubled and hemmed with sufficient metal projecting under the top to be welded at the exposed edge and formed to make a close fitting hinge piece to interlock the jamb hinge section of the bottom, and to be rigid and secure when locked ~~to permit~~ and to permit the removal of the cover for day use. The front end shall be so formed as to completely close the front when locked and have an integral flap to go down 4" beyond the bottom of the front opening to strengthen and close the end from pilfering. The sides of the cover shall be 7/16" high at the hinge end and 1" high where it meets and is welded to the front end. A substantial bed plate *and* shall be welded to place for receiving the lock and contiguous lockwork with the necessary brackets for supporting the locking bolts.

LOCKWORK. The lock shall be very durable with 7 pick-resistive levers and possible of 200 master key changes and 1200 operating key changes. The keys shall be 1/16" thick. They shall be master keyed in groups of 10 or more as required. One master key shall be furnished for each group and a pair of keys for each ~~box~~ tray. A bed plate fitted with necessary screws, fulcrum posts and key wards shall be welded to the inside face of the cover, also suitable guides at each side for the locking bolts. The lock shall be fitted with a suitable extension piece to connect with the two bell cranks which in turn will be connected to the two locking bolts and when assembled will form a durable, secure and free working, double acting locking mechanism to properly engage the bolt sockets on the tray section and in the locked position will be close fitting and easily operated.

CONDITION. All corners shall be well rounded. All inside and outside surfaces shall be free of any burrs, sharp projections or snags. All hems and flaps shall be well ironed out and smoothed. The handle and identification label *Approved For Release 2005/11/21 : CIA-RDP70-00211R000700200049-8* and bottom surfaces will be flush and smooth so no damage will occur to desks or table top finishes. Ends and sides will also be smooth and flush.

from 4" tray to be equipped with a carrying handle

*Color samples were
to be supplied by the
successful bidder
prior to filling the
order.*

FINISH. All surfaces inside and out will be properly cleaned and prepared then given a prep coat of bonderizing material and a finish of neutral grey or neutral maroon and brought to a good furniture finish. The top and bottom surfaces will then be given a substantial and durable coat of nylon floxing of a matching color, care being taken to have the edges well floxed for protective purposes. When properly dried the loose floxing will be fully removed to prevent dusting in use.

PACKAGING. The pair of keys will be placed in an envelope and then placed inside the corresponding box which will be left unlocked. Each box will be individually wrapped with good quality kraft paper, ~~and properly identified,~~ and cartoned in lots governed by ~~the~~ the mastered keyed groups. Cartons will be properly identified as necessary. Special instructions will be given for transmission of the master keys.

THE AGENCY WAREHOUSE at Innomedia Va.
DELIVERIES. Made to ~~Government~~ *Bolies* in the Washington Metropolitan Area or F O B cars or trucks for other areas.

METHOD OF USE. During the day the cover will be nested under the tray, with integral flap hinged thru the slot in the back of the tray to permit the ready use of the removal port and used as a convenient desk tray. If conditions permit, the cover may be laid aside and the tray used without it during such working hours as permissable. When necessary to leave the tray momentarily or at lunch periods the tray may be closed and lock for interim protection. At the close of the days work the accumulations may be placed within the tray using caution *to*:

- (1) Avoid placing any small papers which might shake or sift *out* of the hinge slot in the back end of the tray or contiguous to the slot.
- (2) Avoid overloading the tray or forceful closing to prevent damage to the locking mechanism or resulting trouble.

The locked tray is the ready for night storage as regulations require, with the identification label exposed for convenience *of morning removal.* ~~In the morning the tray is taken to the desk, unlocked, the cover hinged underneath and it is ready for the days routine.~~ *identification of the owner.*

LATCHING MECHANISM

The tray cover shall be fitted with a pair of spring loaded latching bolts which will properly engage the bolt pockets on the top front corners of the tray. These bolts must work freely in substantial guides attached to the cover. The latching bolts will be fitted with buttons for manual retraction of the bolts to unlatch the cover for removal and use of the tray. The top face of the cover will have a depression with suitable slots which will permit the bolt work buttons to pass through so the buttons on the outside will operate the bolts inside the cover. The slots will be of minimum area and so designed that contents of the trays will not foul the operation of the bolts or be subjected to damage by the bolts. The depression shall be so arranged the fingers or hands will not be injured in handling the tray or cover, either open or closed, especially in filing the tray away at night.